Community Management Board Meeting Minutes
For the meeting of 12 July 2001

Agenda

1. ACQ Community Management Plan Briefing
2. Logistics Community Current Status
3. RAND Off-site Update

Meeting Minutes

1. Vice Commander kicked off the meeting by stating that CM is the #1 issue at NAVFAC. It is critical that the minutes of the CM Board be released as soon as possible after the CM meeting so that all CM Managers can communicate initiatives to their divisions and functional communities.

2. ACQ briefed on the ACQ Community Management Plan.
   Discussion items during the briefing were:
   - Noted that the world is changing for acquisition professionals; the Director of Acquisition Strategic Programs discussed current issues and the Command vision for development of the acquisition workforce.
   - The plan and brief will be available on the ACQ website.
   - Future required competencies will be placed into employee's Position Descriptions, and the training and development required to achieve those proficiencies will be in the employee's individual development plan.
   - Director, OPS stated that all the community management plans be aligned so that the Command is sending the same message to all employees.
   - DCPP liked the rotation plan idea in the ACQ CM plan, and would like to see more detail.
   - Director, OPS added that he would like to see the ALNO position as a specific development option (rotational assignment) in the career development section of this plan and the others as well.

   ACQ CM Plan was approved by the Board.

3. Director, CM presented an overview of the goals of the RAND offsite, which is to translate NAVFAC's strategic plans into needed workforce functions (skills. The goal of this effort is to develop a Strategic Workforce Plan for the next five years. It is critical to have BLL's and CM's there to identify which communities the Command must invest in, and strategy for gap analysis. Director, CM noted that OSD is paying for the RAND support. On 1 Aug, there will be a pre-offsite planning meeting at RAND.

4. Deputy Director, Contingency Engineering, presented the Logistics community overview in terms of Functions, Characteristics and Responsibilities. Logistics currently has 218 people in seven job series. The Logistics community has a concern that a significant number of people in their community will soon be eligible to retire. The Logistics community plans to

have a complete plan for the CMB next month. Items that need to be verified include the nine people listed at NITC and the 1105/1106 series positions.

5. General Discussion items –
   - Vice wants all communication to the field to be clear and simple. Vice stated that he wants all NAVFAC employees to understand the impacts on them. The RAP will be used to enable the required changes. The Vice noted that the RAND off-site is geared toward workforce shaping.
   - Director, ERG stated that he wants the BL's and CM's to be able to reconcile their requirements and resource needs.
   - Director, ERG generally noted the web casts coming from the CM Division. He noted the three-phased approach to communicating with the field:

     o Through the functional Community CM plans
     o Through the chain of command
     o Through web casts

6. Associate Director, CM discussed the specifics of the web cast plans. In the next few weeks, several web casts are planned:
   - The Chief's web cast on 25 July going to all NAVFAC.
   - The NEADS web cast introducing Oracle HR
   - The Mentoring web cast to all NAVFAC.
   - Possibly an ACQ web cast to their community.

7. Introductions of LDI candidates on rotation.
8. Topics for next meeting:
   - Director, OPS and ROICC Advocate will make a presentation on the demographics of the ROM community.
   - Director, CHENG to give presentation on E-Net
9. Topics for Future Meetings:
   - Mentoring
   - Communities that have a direct influence on personnel not within our Claimancy

Meeting closed with Vice-Commander emphasizing need for buy-in from the field on all HQ ideas.

Actions:
   - CM Advocates to continue developing their CM plans.
   - ACQ to verify 1105/1106 data for Vice-Commander.
   - Logistics Community to verify those employees at NITC.

Associate Director, CM

CM Board Meeting Attendees:

Attendees	Representing
RADL Loose	00
CAPT Katzwinkel	ER
CAPT Boothe	OPS
Joy Bird	CM
Amy Younts	CM
Hal Kohn	CM
Tim Cotter	CM (LDI EFA NE)
Pam Redfield	FM
Susan Fisher	FM
Margot Lynn	CIO
Angie Naill	ACQ
Mike Howard	ACQ
Ron Deacon	PW
Donna Donnell	PW
John Hughes	CE
Jim Hicks	CE
Scott Whiteford	RE
Get Moy	ENG
Dennis Scheessele	ENG
Letitia Walters	ENG
Jim Wright	ENV
Ted Zagrobelny	ENV
Bob Silver	ROICC
Columbus Key	ROICC
Walter Buchanan	ROICC
Richard Barksdale	ROICC (LDI SWEST)
Greg Sears	Counsel
Sara Buescher	HR
Ted Zagrobelny	ENV
Donna Donnell	PW
John Perrygo	HSG